



NOTICE TO EMPLOYEES, INTERN AND VOLUNTEERS

In accordance with Texas Family Code Chapter 261 and Texas Administrative Code Chapter 358, if you are an employee, intern or volunteer of a juvenile justice department, facility or program, and you have knowledge of an alleged incident of abuse, neglect or exploitation, **YOU ARE REQUIRED** to report this information to the Texas Juvenile Probation Commission and local law enforcement.

Allegations of Sexual Abuse or Serious Physical Abuse shall be reported to the **Commission via the toll-free number within 4 hours** and **to law enforcement by phone within 1 hour**. Within 24 hours of the phone report, a completed Incident Report Form (IRF) shall be submitted to the Commission via fax or e-mail.

All other types of alleged abuse, neglect or exploitation shall be reported to the Commission and local law enforcement **within 24 hours** of gaining knowledge of the alleged incident. The report to the Commission shall be made using the Incident Report Form, and the IRF shall be submitted to the Commission via e-mail or fax.

In accordance with Texas Family Code Section 261.109, failure to report an alleged incident of abuse, neglect or exploitation is a **Class A misdemeanor**.

1-877-786-7263
(1-877-STOP ANE)

For more information, please contact an investigator at the Texas Juvenile Probation Commission at (512) 424-6700.